

COURSE OUTLINES

Module 1:
Why Delegate?

Module 2:
What is Delegation?

Module 3:
Picking the Right Person

Module 4:
The Delegation Meeting

Module 5:
Levels of Authority

Module 6:
Giving Instructions

Module 7:
Communication Skills

Module 8:
Monitoring Delegation

Module 9:
Practicing Delegation

Module 10:
Good Delegator

OBJECTIVES

Clearly identify how delegation fits into their job and how it can make them more successful.

Identify different ways of delegating tasks.

Use an eight-step process for effective delegation.

Give better instructions for better delegation results.

Ask better questions and listen more effectively.

Recognize common delegation pitfalls and how to avoid them.

Test their delegation skills.



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MANAGEMENT COURSE

DELEGATION: THE ART OF DELEGATING EFFECTIVELY

100% HRDF CLAIMABLE

CONTACT US

Phone no: 03-5621 3630 ext 517

Email: norasikin.j@comfori.com

Blog: comfori2u.blogspot.my